BOROUGH OF REIGATE

THE OFFICES, SHOPS AND RAILWAY PREMISES ACT, 1963

ANNUAL REPORT FOR 1969

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TABLE A

REGISTRATIONS AND GENERAL INSPECTIONS

Class of Premises	Number of premises registered during the year.	Total number of registered premises at end of year.	Number of registered premises receiving a general inspection during the year.
Offices	8	196	63
Retail Shops	6	377	142
Wholesale Shops, Warehouses	2	16	2
Catering establishments open to the public canteens	-	51	50
Fuel storage depots	-	1	1
TOTALS	16	641	258

TABLE B

NUMBER OF VISITS OF ALL KINDS BY INSPECTORS

TO REGISTERED PREMISES 319

OTHER VISITS IN CONNECTION WITH THE ACT (NOT REGISTERED PREMISES)..... 24

TABLE C

ANALYSIS OF PERSONS EMPLOYED IN REGISTERED PREMISES BY WORKPLACE

Class of Workplace	Number of Persons Employed
Offices	3,066
Retail Shops	2,014
Wholesale Depts, Warehouses	249
Catering establishments open to the public	358
Canteens	44
Fuel storage depots	27
TOTAL	5,758
TOTAL MALES	2,632
TOTAL FEMALES	3,126

TABLE D - EXEMPTIONS

Exemptions as to Space, Temperature, Sanitary Conveniences, and Washing Facilities ..... NIL

TABLE E - PROSECUTIONS

Prosecutions instituted of which the hearing was completed

in the year ..... NIL

TABLE F - INSPECTORS

No. of inspectors appointed under
Section 52 (1) or (5) of the Act 5
(Public Health Inspectors - Part Time)

No. of other staff employed for most
of their time on work in connection
with the Act. ..... NIL

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TABLE G - PREMISES WHERE CONTRAVENTIONS NOTED/REMEDIED DURING THE YEAR

Class of Premises	Premises with Contraventions.	Premises where all Contraventions Remedied
Offices	8	9
Retail Shops	14	10
Wholesale Shops, Warehouses	-	-
Catering establishments and canteens	2	-
Fuel storage depots	-	-
TOTALS	24	19

TABLE H - DETAILS OF CONTRAVENTIONS FOUND/REMEDIED

	Found	Remedied
Cleanliness and redecoration	2	-
Overcrowding	-	-
Insufficient heating	1	1
Insufficient ventilation	1	2
Absence of thermometer	4	2
Insufficient lighting	1	1
Insufficient sanitary conveniences	-	-
Defective sanitary conveniences	-	-
Insufficient washing facilities	-	2
Defective washing facilities	-	1
No hot water supply	-	2
No drinking water or drinking vessels	-	-
Structural defects	3	1
Inadequate guarding of machines	7	6
No First-aid box	2	-
No abstract etc., displayed	11	1

TABLE I - ACCIDENTS

Workplace	NUMBER REPORTED		ACTION RECOMMENDED			
	Fatal	Non-Fatal	Prosecution	Formal Warning	Informal Advice	No Action
Offices		2	-	-	-	2
Shops		9	-	2	1	6
Wholesale Shops and Warehouses		-	-	-	-	-
Catering establishments and Canteens		-	-	-	-	-
Fuel storage depots		-	-	-	-	-
TOTALS		11	-	2	1	8

ANALYSIS OF REPORTED ACCIDENTS

	Offices	Shops	Wholesale Shops and Warehouses	Catering Establishments and Canteens	Fuel Storage Depots
Machinery	-	2	-	-	-
Falls of Persons	1	4	-	-	-
Stepping on or striking against object or person	1	-	-	-	-
Handling or lifting goods	-	2	-	-	-
Use of hand tools	-	-	-	-	-
Other causes	-	1	-	-	-

GENERAL OBSERVATIONS OF WORK UNDER THE ACT

The maintenance of routine work under the Act improved after the filling of the Public Health Inspector vacancy in the latter half of the year, and practically all outstanding inspections were cleared up as a result. A substantial increase in the number of general inspections was achieved, and it was pleasing to note again that only minor contraventions were found.

On the request for the inclusion here of comments on the local inspection service under the Act, the notes by H.M. Chief Inspector of Factories have been studied. It is agreed that routine inspections of the whole premises at one time have proved best, however, at local level we are able to "pick out" and deal with individual items on contraventions as noted whilst on an inspection for some other priority purpose at that time. It appears that the Chief Inspector's comments on recommended procedures and action to be taken - both informal and formal - are much in keeping with the usual codes operating here for environmental control generally.

It was necessary to report on two cases to the Council for consideration of legal proceedings, both being accidents involving food slicing machines. After full consideration - deferred for further information in one case - it was decided to issue formal warnings. As a result of these incidents inspections were stepped up at all premises known to be using these machines, advisory letters were sent out in 70 cases reminding occupiers of their responsibilities, and informal coercion was applied at several premises. Results were satisfactory.

The number of accidents reported during the year fell to eleven, all of which were investigated. Apart from the two cases already mentioned above, as in the past the major causes were falls, collisions, and accidents whilst handling goods. Most of the accidents did not necessitate any further action being taken. Injuries were of a minor mature and related to the body in one case, hands and arms in 7, and feet and legs in 3 cases.